
Final Planning Conference Minutes

*Thibodaux School Mass Casualty Incident
May 28, 2013*

I. Introduction and Welcome

Region 3 planning members participated in a final planning conference (FPC) for a FSE to be held June 5th, 2013. Meeting participants are included as a separate attachment.

II. Objectives/Scope/Purpose

- A. No Changes to objectives, scope or purpose of the drill
- B. Agencies acknowledged their participation in the drill as follows:
 - 1. LPSB – evaluate evacuation and lockdown procedures at schools in the affected area.
 - 2. LERN – Track time and response from notification to all clear
 - 3. STCH EMS/Thibodaux Fire – Provide Mutual Aid to AASI
 - 4. City of Thibodaux - Keep officials and residents informed of incident.
 - 5. GOHSEP – On stand by for any request including use of Interop Channels on 700 radios if needed.
 - 6. TRMC – Evaluate lockdown and security of building, Evaluate communications, and surge plan
 - 7. AASI – IC for Medical triage, and transportation tracking
 - 8. State Police – Security for real world events, and weapons check
 - 9. EDW/Archdiocese - test response and protection of students, and staff, communications, clearing schools
 - 10. Thibodaux PD – Public Information Officer, 1st responding agency on scene, test NIMS.
 - 11. Nicholls State – Host site, and provide mutual aid if needed.
 - 12. Lafourche SO – Controller for StartEx of exercise through EndEx.

III. MSEL

- A. Changes to MSEL should include 0800 staging at both sites. Changes to Nicholls staging site, from Century to Betsy Ayo auditorium.
- B. Jeremy with LSO will be at EDW to start exercise

IV. **Exercise Staffing**

- A. All agencies have identified key players for the exercise. As no pre-registration was complete, on site sign in and briefings will be conducted at the Betsy Ayo starting at 0800.
- B. Any agency that has adults willing to play as parents, please send names to region3drc@yahoo.com, and have them show up at EDW gym at 0800 for onsite Briefing and registration.

V. **Documentation**

- A. EXPLAN – Exercise Plan was distributed
- B. SITMAN – Situational Manual was distributed
- C. C/E Handbook - Controller/Evaluator Handbook to be distributed at CE Briefing scheduled for June 3rd, 2013, OPH Thibodaux 0900.
- D. AAR/IP – Each participant will complete a feedback form, this information will be compiled into the AAR/IP and an official AAR/IP will be conducted.

VI. **Future Planning Conferences**

- A. The controller/evaluator briefing will be held at 0900 on June 3rd, at the OPH office in Thibodaux, each agency should send one internal evaluator. Each planning member may wish to play controller for the exercise.
- B. The after-action conference will be scheduled after all EEG's and feedback forms are complete.

Final Planning Conference Action Items

- Alert boards to be placed on highways starting this weekend to inform general public of upcoming event.
- Calls to the surrounding residents by the TPD, as well as flyers to closest homes provided by EDW.
- Jeremy to provide EDW with Red Wrist bands to identify students that are actually in the drill.
- LSP and LSO to meet regarding security at the sites, and insure the weapons policy is enforced.

- Jeremy to complete Controller/Evaluator Handbook for June 3rds meeting
- Kim to supply TPD and City of Thibodaux with Media Badges